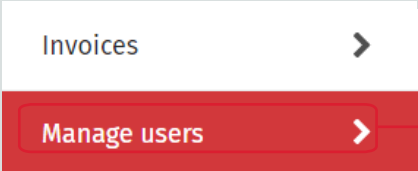


Manage users

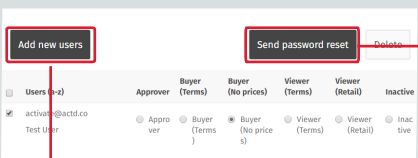
Why? Manage your online workforce efficiently; upload multiple new users, set roles and reset their passwords at a time that suits you. Share your workload by adding multiple users to your account.

1



Click on 'My Account' then select 'Manage users'

2

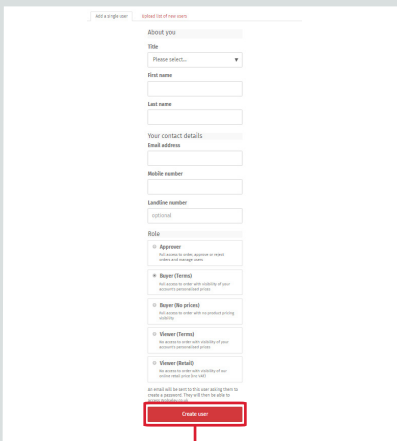


Here you will see a list of all your users and their roles

Select a user, tick the checkbox and click here to send a password reset link

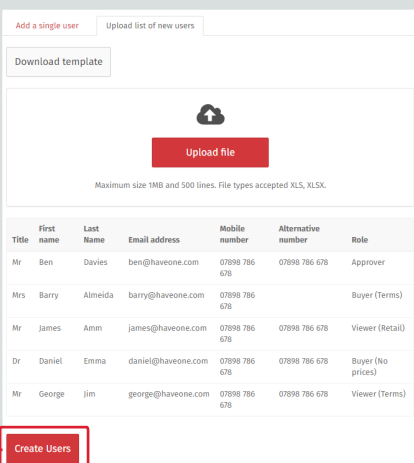
Click here to start adding a new user(s)

3 Creating a single user



Fill out the form, then click 'Create User'

4 Creating multiple users



Click the 'Upload list of new users' tab

Download a sample spreadsheet, complete and 'Save' the file

Choose the file from it's saved location on your computer and select 'Upload'

Check your upload, then click 'Create Users'

Top tips

Only Account Administrators and Approvers can manage users. If you don't know who your Account Administrator is, contact the Online support [team](#).

You can have multiple Approvers, who can approve orders that have exceeded your order approval limit. See the '[Order approval limit](#)' how to guide to find out more.

User permission types:

Approver

Full access to order, approve or reject orders, pay your account balance and manage users

Buyer (Terms)

Full access to order with visibility of your account's personalised prices and pay your account balance

Buyer (No prices)

Full access to order with no product pricing visibility

Viewer (Terms)

No access to order with visibility of your account's personalised prices

Viewer (Retail)

No access to order with visibility of our online retail price (Inc VAT)

Inactive


A user who has had their access to the website suspended and will not be able to log in

If you have changed a user role, don't forget to '[Save changes](#)'

Once your file has been uploaded, any errors will be flagged for you to review

If you have any questions, need any help, or have feedback, please call our Online Support team, or email us

 onlinesupportteam@walseley.co.uk

 0344 891 0196

 walseley.co.uk/benefits/manage-users